



Reference Guide #17

How to Use the **FLAT-BED SCANNER**

The HP 8200 scans both documents and pictures and allows you to save them to a file (memory stick, CD, floppy, I-drive, S-drive) or email them.


PART 1: Scanning Directions

1. Log on to the computer [C-net] adjacent to the scanner.
2. Place your document onto the scanner with the top corner of the document against the **front-right corner** of the scanner bed
3. Turn on the scanner by pressing the power button.  Wait until “READY” appears in the LCD display.
4. Push the Destination button  until “Save to File” appears on the LCD display.




PART 2: How to scan a PICTURE (jpg file)


Note: jpg files can easily be inserted into WORD documents and resized, rotated, cropped, etc.

1. Complete steps in PART 1 (above). Press  , the scan picture button on the scanner’s front panel.
2. The HP Scanner program should automatically open on the computer.
3. Follow the instructions.
 - a) In general, choose scan “Original from glass” if it is not already selected. Click **SCAN**.
 - b) The “Warming up the lamp” message will appear and then the document will be scanned (in color, by default).
 - c) The scanned image will appear on the screen. You can choose to select only a portion of the image by moving the box surrounding the image. Once satisfied, click **ACCEPT**.
 - d) After scanning you will be asked if you want to do another scan – choose **YES** or **NO**.
If you select **YES**, images will be saved to **separate files**, located within **one folder**.
Place the next image on the scanner, click **SCAN**.
Repeat as necessary. When done, choose **NO** to another scan.
4. The HP Photo & Imaging Gallery Box will open. You may slightly modify the image using the toolbar selections. Exit the program when done. **Images will automatically be stored on your I-drive as a .jpg file.**
5. To locate pictures, go to:
 - a) My Computer (on Desktop)
 - b) I-Drive
 - c) MSDATA folder
 - d) My Pictures folder
 - e) **Folder** name will be **yyyy-dd (mmm)** . This is the 4-digit year, 2digit day, 3-letter month in parenthesis of when the scan took place. [For example: 2006-04 (Apr) is the folder created April 4, 2006.]
 - f) Open the folder.
File names will be generated in numerical order “scan001”, scan002, etc for each saved image.

PART 3: How to scan DOCUMENTS (pdf, htm, or rtf files)

1. Complete steps in PART 1 (above). Press the  (document) button on the scanners front panel.
2. The HP Scanner program should automatically open on the computer.
3. Follow the instructions.
 - a) The “Warming up the lamp” message will appear and then the document will be scanned
 - b) The scanned image will appear on the screen. You can chose to select only a portion of the image by moving the box surrounding the image. Once satisfied, click **ACCEPT**. After re- scanning the document, you will be asked if you want to do another scan – choose *YES* or *NO*.
If you selected *YES*, reload the next page in the scanner.
Click “*New Scan*” on the computer. Image will be scanned and displayed. Manipulate if needed.
Click “*Accept*”. The page will be re-scanned.
When all pages are scanned, choose *NO* to another scan.
4. **WAIT** until the “*Save as...*” appears and choose the location to save the file and one of the following file types:
 - .pdf** - saves your document, including pictures. Not able to be altered. Open with Adobe Acrobat software.
 - .htm** – saves document as a web page which can be opened in Microsoft Explorer.
 - .rtf** – saves document as scanned in a file which **can be altered** via WORD software.
5. You will see *Processing page 1...page 2*, etc. on the computer. Note multiple page documents will be saved to one file (not multiple files).
6. To access the document, open the file in the using the appropriate software.

PART 4: POWER OFF

1. Press the power button on the scanner to shut it off. 
2. Log off the computer.

Please see a **Reference Librarian** for further assistance.